



**URGENT: Complete this form with your mentor and submit it to your Portfolium Exit Pathway immediately. You have 10 days from the date of this email to submit this completed and signed form it into the Portfolium Exit Pathway.**

## Post-Observation Report and Documentation

Date:

To: Student Name: <First Name> <Last Name>  
Student Email: <Student Email>

From: <Field supervisor name>  
<email address>

Re: Post Observation and Documentation  
<<Name of Video>>  
<<Date of Post-Conference>>

Greetings:

Thanks for attending your synchronous post observation conference as required by *TAC §228.35. Preparation Program Coursework and/or Training (H)*. Below, one will find written documentation regarding the observed field experience and other practicum related requirements:

- I. **Feedback** - based upon the observation:
- II. **Coaching Statement** - based upon the observation, communication with the candidate, and communication with the site supervisor as appropriate:
- III. **Goal** – developed using student performance and appropriate input from the candidate and site supervisor as appropriate:
- IV. **Proficiency Statement** – alignment of standards/competencies observed by the field supervisor and the standards/competencies and skills demonstrated by the candidate:

<< Student First Name >> << Student Last Name >> has demonstrated proficiency in the competencies and standards assigned to this field experience, <<Name of Video>>, and prescribed in the guidelines and noted in the textbox below.

<u>Alignment of Standards/Competencies and Demonstrated Skills</u>
<b><u>Field Experience #1 – Observing Video</u></b>
TAC §242.15 (e) (1,3)  Competency 004: Descriptive Statement B: - Provide leadership in defining superintendent and board of trustees' roles and establishing mutual expectations.
<b><u>Field Experience #2 – Participating Video</u></b>  TAC §242.15 (g) (5,7,8)  Competency 008 Descriptive Statement B: Work collaboratively with board of trustees and appropriate personnel to develop district budgets.  Competency 008 Descriptive Statement E: Acquire, allocate and manage resources according to district vision and priorities, including obtaining and using funding from various sources.
<b><u>Field Experience #3 – Leading Video</u></b>  TAC §242.15 (f) (3,5,7, 10)  Competency 005: Descriptive Statement H: Facilitate the use of creative thinking, critical thinking and problem solving by appropriate school district staff and other individuals.  Competency 007: Descriptive Statement F: Deliver effective presentations and facilitate learning for both small and large groups.

## **V. Informal Communication with site supervisor**

(This is a short note to the site supervisor regarding student performance and to share how to contact the director of field supervision.)

## **VI. Communication Log**

Pre-Conference: << Date of Pre-Conference >>

Post Conference: << Date of Post Conference >>

Other: Initial Contact: << Date of Initial Contact>> (In EDLD 5396 only)

*Review of Informal Communication: (this documents our uniform communications.)*

- From Student to Field Supervisor

- Digital Abstract and Data Report (DADR): << Date of Post Conference >>
- Other –
- From Site Supervisor to Field Supervisor
  - Practicum Progress Report: <<Date of Post Conference>>
  - Other –
- From Field Supervisor to Site Supervisor
  - Field Experience Update: <<Date of Mail Merge>>
  - Other –

## **VII. Certification Endorsement/Recommendation**

Based upon the observation of this candidate, and subsequent post observation conference, << Field Supervisor Assigned >>, has endorsed the certification of << Student First Name >> << Student Last Name>>. (Lamar University Field Supervisors require that the candidate receive three endorsements to secure the final Field Supervisor Recommendation for Certification).

Other Actions: (the Field Supervisor approving the third video will write in “I recommend certification”)

## **VIII. Field Supervisor Documentation Section**

This document reflects my decisions, recommendations, and actions.

Field Supervisor Signature (will use an e-signature)

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## **Student Information & Site Supervisor Documentation Section:**

### **Student**

Type all information under **Student**.

Have your mentor complete all areas listed under **Campus Mentor** and sign and date in the space provided at the bottom of this form (**NOTE:** no typed or e-signatures accepted).

### **Student**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student area of content or certification: \_\_\_\_\_  
 Student estimation of Practicum hours completed: \_\_\_\_\_  
 Student campus name: \_\_\_\_\_  
 Student district name of student Practicum: \_\_\_\_\_

My signature below documents receipt of this report, and if seeking Texas certification, verifies I am conducting all practicum requirements on a TEA approved campus under the supervision of a TEA qualified mentor.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(No typed signatures accepted)*

### **Site Supervisor**

Indicate below by initialing the box, if student is making progress on the required 260 hour of Practicum activities on your campus:

- Student is making adequate progress on program required Practicum.
- Student is **NOT** making adequate progress on program required Practicum.

Please include any recommendations below regarding student's knowledge, skills, mindsets, and/or goals that can support initiatives or school improvements on your campus:

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### **Post-Observation Conference Report: Receipt of Documentation**

My signature below documents receipt of this report.

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(No typed signatures accepted)*

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